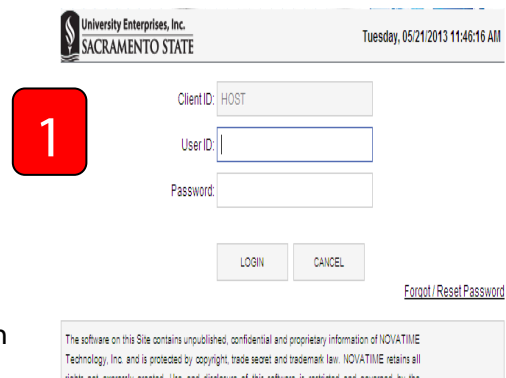
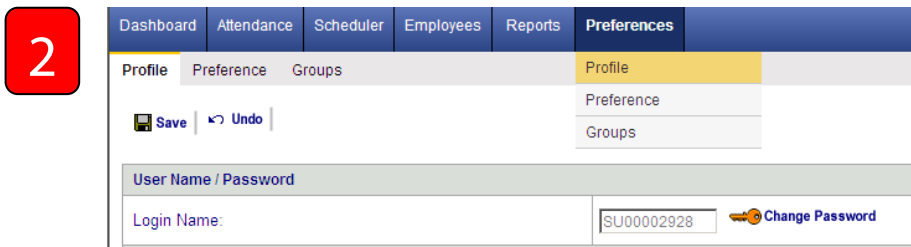


TIMEONLINE

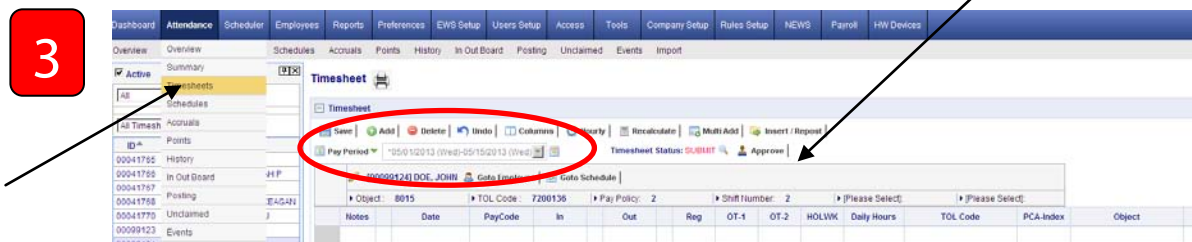
Faculty – Approve Faculty Timesheets

There are only three easy steps for approving timesheets using the online Time and Attendance system – TimeOnline.

- 1. Log in to TimeOnline** at www.ueitimeonline.com
 Select "Review and Approve Timesheets". Enter your Supervisor ID and temporary password and select "Login".
- 2. Change your temporary password**
 Select the "Preferences/Profile" tab and select the key icon. Enter your password. Select and answer a security question. The security question will assist in your ability to reset a forgotten or expired password. Click confirm. **Important:** Please verify/enter your email address and phone number in the Contact Information section. Reset passwords will be emailed to this address. Click the save button.

- 3. Review and Approve Timesheets**
 Click on the Attendance tab in the blue bar. Select the appropriate pay period by clicking on the calendar icon. *You can click on any day within the selected pay period.* Click on the name of an employee to view a detailed time report. Please verify the hours worked. If the time report meets with your approval, click on the rubber stamp icon next to the Timesheet Status at the top of the page. The status will change to "Approve" or "2nd Approved", depending on your security. Logout is available at top right of page.



Special Considerations:

- Verify that the appropriate pay period for approval is displayed.
- Approve time reports in the “Submit” status (or “Approved” status for those that require two levels of approval). If a time report is in “Open” status, an employee has not formally submitted it for approval and may still have hours to report or modify. If an employee is unavailable on the day time reports are due, you may approve an open time report.
- Time reports are locked after approval. Contact Payroll Services to reopen a time report.
- If you forget your password or your password expires (180 day password period), you can reset your password by selecting the “**Forgot/Reset Password**” prompt on the login screen.
- In order to **reset your password**, you will have to enter your email address and answer the security question that you set up when you first logged into your TimeOnline account.

If you have any questions, please contact the UEI Payroll Services office at (916) 278-7427.

www.ueiTimeOnline.com